This is a visual representation of the review and approval/denial process:

Student Submission

The parent fills out the online request form and the EID team reviews it verifying the address is within the resident district stated and the requested district is a different district along with other criteria.

Resident Superintendent

The resident superintendent will receive an email with a link that takes them to the student request form. They will need to either approve or deny the request. If approved the request moves on to the next step.

Requested Principal

The requested principal will receive an email with a link that takes them to the student request from. They will need to either approve or deny the request. If approved the request moves on to the next step.

Requested Superintendent

The requested superintendent will receive an email with a link that takes them to the student request form. They will need to either approve or deny the request. If approved the request moves on to the next step.

District Manager- Process Complete

Both district managers (requested and resident) will receive an email with the final approval they will need to acknowledge that they have received the final notification.

Final Action

Both district managers as well as the parent will receive an official email stating the final action taken.